

Executive Registry
76-354

21 Jan 76

MEMORANDUM FOR: See Distribution

SUBJECT : Intra-Agency Working Group/Files on Americans

REFERENCE : Memo dated 24 Nov 1975 to Secretary/MC from
IG, Subject: Files on American Citizens
(MCA-137) 75-12-628 - filed in IG

In reference, Don Chamberlain recommends, and I have approved, the establishment of an intra-Agency working group to develop a coordinated set of file maintenance and purge criteria. It is requested that addressees advise the Office of Inspector General of their representatives, after which Don Chamberlain will meet with them to organize this effort.

/s/ Carl E. Duckett

Carl E. Duckett
Secretary

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INSPECTOR GENERAL

75-4081

24 NOV 1975

Executive Registry

75-12628

MEMORANDUM FOR: Secretary, CIA Management Committee

SUBJECT : Files on American Citizens

Action Requested:

1. Establish an intra-Agency working group to formulate guidelines and procedures for the maintenance of files on American citizens.

Background:

2. The Agency must formulate new guidelines for maintaining files on American citizens in response to investigative revelations that the content of some current files is not in accord with CIA charter responsibilities. The file issue has several facets, i.e., who should maintain what files, which American citizens are appropriate file subjects, what material should be entered in such files and how long should it be maintained. Sizable files on American citizens are maintained by several components (OS, OP, DDO) to satisfy different functional needs, i.e., sources of foreign intelligence, counterintelligence interest, security interest, applicants for employment, etc. It is anticipated that the organizations who currently maintain files on American citizens will initiate a purge of those files following the completion of the congressional investigations to rid them of dossiers of no further interest and to purge superfluous materials from dossiers of continuing interest.

Staff Position:


3. We believe that a coordinated approach should be taken to developing new file guidelines and purge criteria. We do not propose that a single set of guidelines can be applied to every file but if we do not take a coordinated approach, different components may develop different rationales and undesirable inconsistencies will result. In addition, an overall rather than component approach to this task will provide results which are more meaningful to Agency management and various oversight bodies.

SUBJECT: Files on American Citizens

Recommendation:

4. That an intra-Agency working group be established, with representatives from components which maintain files on American citizens, to develop a coordinated set of file maintenance and purge criteria. A member of the Office of General Counsel should participate in this effort. My office will also provide any desired assistance.

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Donald F. Chamberlain
Inspector General

APPROVED: _____

DATE: _____

DISAPPROVED: _____

DATE: _____

cc: Management Committee Members

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Remarks:

For review and discussion at a future meeting of the Management Committee.

MCA-137

Executive Secretary

11/25/75

Date

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IY